



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

June 17, 2008

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

PAPER REDUCTION – INTRA-COUNTY CORRESPONDENCE

On March 18, 2008, this Office issued a memorandum to all departments providing guidance on reducing paper usage (Attachment 1). In the memorandum, we emphasized the importance of distributing all intra-County correspondence, including forms, in electronic format only, unless the recipient requests hard copies or system capacity issues pose an obstacle.

This is to reinforce the importance of this policy to support our countywide efforts to reduce paper usage, and to simultaneously stress the need to ensure that all electronic correspondence be sent to the appropriate party. To meet this objective, please conform to the following procedures:

- All correspondence sent to the Chief Executive Officer, Chief Deputy Chief Executive Officer, Deputy Chief Executive Officers (DCEOs), and department heads must be copied to their respective executive secretaries. To help facilitate this, we have attached updated lists for Department Heads and their executive secretaries (Attachment 2), and Chief Deputy, CEO and DCEOs and their executive secretaries (Attachment 3). Updates will be periodically issued. If you have specific questions, please contact Gwen Andrizzi at gandrizz@ceo.lacounty.gov or Elena Cervantes at ecervantes@ceo.lacounty.gov.
- Any staffing or e-mail address changes to the attached lists should immediately be reported by each department to Gwen Andrizzi and Elena Cervantes at their e-mail addresses noted above.

Once again, please note this procedure does not apply to correspondence sent to the Board or Board members.

Should you have any questions, please contact Kary L. Golden at (213) 974-1319 or kgolden@ceo.lacounty.gov.

WTF:ES:MKZ
JR:KLG:pg

Attachments (3)

c: Each Supervisor

2008-06 – 06-17-08 Paper Reduction – Intra-County Correspondence

"To Enrich Lives Through Effective And Caring Service"

***Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only***



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Chief Executive Officer

"To Enrich Lives Through Effective and Caring Service"

March 18, 2008

To: All Department Heads

From: William T Fujioka
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REDUCTION OF PAPER USE

In a memorandum to the Board of Supervisors dated November 27, 2007, this Office responded to a Board Order instructing the Chief Executive Office (CEO), the Executive Officer of the Board, and the Director of Internal Services, in coordination with the Chief Information Office, to: 1) explore opportunities for reducing paper-based correspondence in favor of a more user-friendly system; and 2) require that all County vendors purchase paper with a minimum 15 percent recycled content.

The memorandum addressed approaches to reducing paper-based correspondence, related legal and security issues, potential economic impact of paper reduction, and efforts related to procurement of recycled-content bond paper. As the County continues to expand paper reduction initiatives addressed in the aforementioned memorandum and progresses towards a more electronic environment, County departments are encouraged to utilize the additional initiatives/strategies outlined below. This Office will be finalizing templates and procedures to implement appropriate measures for CEO correspondence in the coming weeks.

Intra-County Correspondence

To the maximum extent feasible, County departments should distribute all intra-County correspondence, including forms, in electronic format only, unless the recipient requests hard copies or system capacity issues pose an obstacle. This is an interim measure pending the implementation of more robust countywide electronic correspondence systems.

This interim measure does not apply to the Board letter submittal process. With respect to the Board letter filing procedures, the Executive Office of the Board is implementing Microsoft Office SharePoint Server (MOSS), which will better facilitate electronic correspondence, including submission of Board letters. The Executive Office recently purchased the necessary hardware to complete the development of this system, as well as hired a consultant to train Information Resource Management staff on how to validate the infrastructure and security of the MOSS system. This training is scheduled to begin in March 2008.

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Two-Sided Printing/Copying

County departments are encouraged to promote two-sided printing and copying by:

- Making staff aware that two-sided copying not only saves paper, it saves postage (from reduced mail volume) and storage space;
- Posting reminders near the copy machines, using interesting flyers or entertaining slogans (e.g., "Two sides are better than one," "Be wise, use both sides," or "Before you're through, use side two.");
- Encouraging staff to save and reuse single-sided paper at their desks;
- Collecting paper that has been used on one side for reuse in copiers, printers, and fax machines and to be made into scratch pads; and
- Adopting a department-wide policy that all individual documents be two-sided.

Note: Please remember to make sure that two-sided documents are identified by an annotation at the bottom of the page. In addition, please exercise judgment and do not reuse paper that may contain confidential information.

Printer/Copier Guidelines

Adhering to the following printing and copying guidelines can assist in conserving paper:

- Be sure that copiers and printers are in good repair;
- Make it policy to only buy copiers and printers that print and copy two-sided;
- Promote a "think before you print" attitude. Remind staff to make sure they really need the copies they are making and not to make excess copies;
- Encourage more centralized printing and establish printing restrictions, which will not only save paper but also saves in purchasing ink cartridges;
- Set up more printers to perform the "duplex printing" feature (prints two-sided on one sheet); and
- When purchasing printers and copiers, departments must clearly specify performance standards to include accommodating recycled-content paper without paper jamming.

Additional Guidelines

Other paper reduction ideas for consideration include the following:

- Encourage the submission of draft correspondence electronically for internal reviews and proofreading, rather than submitting hard copies;
- Encourage the reuse of envelopes (recyclable labels with the office address and logo can be purchased to place over addresses of used envelopes);
- Encourage staff to reuse office items, such as file folders at their desk; excess reusable items can be centrally located;
- Encourage your department to procure paper which has at least 30 percent recycled-content;
- Reduce font size to 11 on letters and documents to reduce the number of pages printed on;
- Recognize sections and divisions within your department for innovative environmental programs, including paper reduction programs; and
- Market a strategy to employees emphasizing cost savings by reducing paper use.

All Department Heads
March 18, 2008
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Note: The interim measures outlined above are distinct from the initiatives that are currently being tested/administered (e.g., MOSS, eCAPS/eHR, and Employment Performance System).

This Office will continue to monitor countywide efforts, as well as look at other jurisdictions for best practices, measures they have adopted, and/or programs they have in place that reduce the utilization of paper and reduce paper-based correspondence in favor of an electronic system.

Should you have any questions, please let me know or your staff may contact Kary L. Golden at (213) 974-1319 or kgolden@ceo.lacounty.gov.

WTF:ES:MKZ
GR:KLG:pg

c: Each Supervisor

2008-03 Reduction of Paper Use Memo to Dept Heads 03-18-08

DEPARTMENT HEAD/EXECUTIVE SECRETARY E-MAIL LIST

Department	Department Head E-Mail	Exec Assistant E-Mail
Affirmative Action	dtafoya@oaac.lacounty.gov	nrios@oaac.lacounty.gov
Agricultural Comm/W&M	kflorenc@acwm.lacounty.gov	aperez@acwm.lacounty.gov
Alt. Public Defender	JFukai@apd.lacounty.gov	rmunoz@apd.lacounty.gov
Animal Care & Control	mmayeda@animalcare.lacounty.gov	tmadero@animalcare.lacounty.gov
Arts Commission	lzucker@arts.lacounty.gov	MGonzalez@arts.lacounty.gov
Assessor	rauerbach@assessor.lacounty.gov	fmagar@assessor.lacounty.gov
Auditor-Controller	wwatanabe@auditor.lacounty.gov	ilopez@auditor.lacounty.gov
Beaches & Harbors	skreimann@bh.lacounty.gov	ccoleman@bh.lacounty.gov
Chief Executive Office	bfujioka@ceo.lacounty.gov	gandrizzi@ceo.lacounty.gov
Chief Information Office	rsanchez@cio.lacounty.gov	ygarciac@cio.lacounty.gov
Chief Medical Examiner	Isathyavagiswaran@coroner.lacounty.gov	eleon@coroner.lacounty.gov
Child Support Services	steven_golightly@cssd.lacounty.gov	armando_garcia@cssd.lacounty.gov
Chldrn & Fam Services	tploehn@dcfs.lacounty.gov	duggam@dcfs.lacounty.gov
Comm & Sr Services	cbanks@css.lacounty.gov	cscolaro@css.lacounty.gov
Comm Dev Commission	carlos.jackson@lacdc.org	sue.moore@lacdc.org
Consumer Affairs	pherrera@dca.lacounty.gov	anogal@dca.lacounty.gov
Coroner	ahernandez@coroner.lacounty.gov	ebenquechea@coroner.lacounty.gov
County Counsel	rfortner@counsel.lacounty.gov	jburton@counsel.lacounty.gov
District Attorney	scooley@lacountyda.org	lparks@lacountyda.org
Executive Officer	shamai@bos.lacounty.gov	mduron@bos.lacounty.gov
Fire	pfreeman@fire.lacounty.gov	athiem@fire.lacounty.gov
Health Services	jschunhoff@ladhs.org	olubensky@ladhs.org
Human Relations	rtoma@hrc.lacounty.gov	glowenberg@hrc.lacounty.gov
Human Resources	mhenry@hr.lacounty.gov	kcampos@hr.lacounty.gov
Internal Services	ttindall@isd.lacounty.gov	zbernstein@isd.lacounty.gov
Mental Health	msouthard@dmh.lacounty.gov	bjohnson@dmh.lacounty.gov
Military & Vet Affairs	jsmith@mva.lacounty.gov	jsmith@mva.lacounty.gov
Museum of Art	mgovan@lacma.org	samaraw@lacma.org
Museum Natural History	jpisano@nhm.org	mgarcia@nhm.org
Office of Education	robles_darline@laoe.edu	musgrave_marilyn@laoe.edu
Ombudsman	jfernandes@ombuds.lacounty.gov	mcalhoun@ombuds.lacounty.gov
Parks & Recreation	rguiney@parks.lacounty.gov	eespinoza@parks.lacounty.gov
Probation	Robert.Taylor@laprob.org	debbie.neeley@probation.lacounty.gov
Public Defender	mpjudge@pubdef.lacounty.gov	dparris@pubdef.lacounty.gov
Public Health	jfielding@ph.lacounty.gov	lgalvan@ph.lacounty.gov
Public Library	mdtodd@library.lacounty.gov	rolivas@library.lacounty.gov
Public Social Services	philipbrowning@dpss.lacounty.gov	latanyamcglathen@dpss.lacounty.gov
Public Works	defstath@dpw.lacounty.gov	dholmes@dpw.lacounty.gov
Regional Planning	bmccleendon@planning.lacounty.gov	lgonzales@planning.lacounty.gov
Registrar-Recorder/CC	dlogan@rrcc.lacounty.gov	fsalazar@rrcc.lacounty.gov
Sheriff	ldbaca@lasd.org	bimartyn@lasd.org
Superior Court	JClarke@LASuperiorCourt.org	mvenegas@LASuperiorCourt
Treasurer-Tax Collector	msaladino@ttc.lacounty.gov	sbrennan@ttc.lacounty.gov
Undersheriff	llwaldie@lasd.org	gmtoguch@lasd.org

CHIEF DEPUTY CEO AND DEPUTY CEO/EXECUTIVE SECRETARIES E-MAIL LIST

Unit	Executive E-Mail	Executive Secretary E-Mail
Chief Deputy, Chief Executive Officer	sharper@ceo.lacounty.gov	ecervantes@ceo.lacounty.gov
Operations	esandt@ceo.lacounty.gov	efitzgerald@ceo.lacounty.gov
Children & Families' Well-Being	msantana@ceo.lacounty.gov	ljones@ceo.lacounty.gov
Community & Municipal Services	lsheehan@ceo.lacounty.gov	osahagun@ceo.lacounty.gov
Health & Mental Health Services	ssharma@ceo.lacounty.gov	bskipp@ceo.lacounty.gov
Public Safety	dcampbell@ceo.lacounty.gov	lmanumaleuna@ceo.lacounty.gov